Incture®

Vendor Registration
with SAP iRPA

Process Bot

🔍 Challenge

- The customer is a free trade zone regulator. There are multiple users registered through the portal and they submit various document via mail for registration and approvals. Secretary prepares and tracks all these activities manually, which is time- consuming

⚙️ Solution

- Bot will read details from the registration form and portal and checks the details filled in by clients and updates the data in vendor master list post a client fulfils all prerequisites

📈 Outcome

- Reduce manual effort–by adding details to the master list
- Realtime mail reply and communication with Clients
- Elimination of human error

Systems:

MS Office (Outlook, Excel), Standalone Website

Business Impact

Minimize Workload with standardized, automated processes

80% Reduction in Repetitive Manual work

650+ Hours Saved per Year

🔗 Workflow

Contract holder submits proposal to tender → Bot reads the proposal document & fills the details → Bot segregates each project as per priority set & rules

Bot emails the committee feedback to the Contract holder ← For shortlisted proposals, notification mails are triggered ← Bot blocks the committee members and requestor's calendar